

TECHNICAL MANUAL

USERS MANUAL

USAF
COMPUTER PROGRAM
IDENTIFICATION NUMBERING
(CPIN) SYSTEM

Prepared By: Automated Technical Order System (ATOS)

THIS MANUAL HAS BEEN EXTENSIVELY REWRITTEN; THEREFORE, REVISION BARS HAVE BEEN OMITTED.

THIS PUBLICATION SUPERSEDES TO 00-5-17, DATED 1 OCTOBER 1984.

DISTRIBUTION STATEMENT - Approved for public release; distribution is unlimited.

LIST OF EFFECTIVE PAGES

NOTE: The portion of the text affected by the changes is indicated by a vertical line in the outer margins of the page. Changes to illustrations are indicated by miniature pointing hands. Changes to wiring diagrams are indicated by shaded areas.

Dates of issue for original and changed pages are:

Original 0..... 1 March 1997

TOTAL NUMBER OF PAGES IN THIS PUBLICATION IS 50, CONSISTING OF THE FOLLOWING:

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SECTION I

INTRODUCTION

1-1 PURPOSE.

The purpose of this Users Manual is to provide information and guidance to effectively use the USAF Automated Computer Program Identification Number System (ACPINS). This manual is primarily for use by Technical Order Distribution Offices (TODO's) and software customers. It provides methods and procedures for establishing requirements and receiving distribution of CPIN Compendiums (indexes and cross-references), and Computer Software Configuration Items (CSCI's). This manual is applicable at all levels within the US Air Force, other US Government offices and agencies, Department of Defense (DoD) contractors, and for Foreign Military Sales (FMS) customers utilizing the Security Assistance Program (SAP). It will be complied with by all US Air Force and SAP organizations requiring or using Mission Critical Computer Resources (MCCR) computer programs.

1-2 SCOPE.

1-2.1 General. The US Air force has applied the principles of configuration management to software, providing the same degree of management control presently provided for hardware. Computer programs acquired, developed, managed, or used in Embedded Computer Systems (ECS) must be designated and managed as configuration items. Determination and designation of the Computer Software Configuration Item (CSCI) is the responsibility of the software manager. A CSCI may consist of a single computer program, or a group of computer programs, which satisfies an end-use function. The configuration of a CSCI is identified through baseline documentation. The software manager may choose to identify the software at a level lower than the CSCI. The software item, either a Computer Software Configuration Item (CSCI), or a Computer Software Component (CSC), (both referred to in this manual as CSCI's), and related documentation will be assigned a Computer Program Identification Number (CPIN). The date system for assigning and controlling the CPINs is the USAF Automated Computer Program Identification Number System (ACPINS).

1-2.2 Concept. The ACPIN System is a relational centralized database for on-line, interactive distributed processing. The central database is

managed and operated by the CPIN System Section at Oklahoma City Air Logistics Center (OC-ALC/TILUC) Tinker Air Force Base, Oklahoma. Each ALC Software Control Center (SCC) and AGMC shall have distributed processing capabilities. ACPINS provides a standardized system to identify, manage, and distribute software. The system maintains data associated with each software item, including related engineering documentation, throughout its life cycle. The ACPIN System implements DoD configuration management requirements.

1-3 POLICY.

1-3.1 ACPIN System Support Role. The ACPIN System provides software support to USAF customers world-wide. This is accomplished through a standardized method of identifying software with CPINs; providing up-to-date system software status information through the publication of ACPINS compendiums and cross-references; maintaining effective processing of Embedded Computer System (ECS) software requirements and distribution; and providing manager reports and requested data. It provides the capability to track software being developed by a USAF organization, a DoD contractor or a vendor. The system provides the identification and status of software assigned to various management organizations at the system, subsystem, or sub-element level. The system provides the capability to track system software costs. The system provides identification of software requirements for USAF and FMS customers. The ACPIN System supports the USAF software managers and engineers in their task of configuration management as defined in Air Force regulations (see paragraph 1-6)

1-3.2 ACPINS Responsibilities. The CPIN System Management Office is responsible for development, overall management, control, and maintenance of the ACPIN System. It provides central database site management and operational support which includes CPIN assignment and Foreign Military Sales (FMS) case verification review. Although the Software Control Centers operational support and management are responsible for local databases, if problems are encountered with system operation or procedures, it is the responsibility of all ACPINS users to immediately identify these problems to the CPIN System Management Office.

1-4 DATA SYSTEM.

The ACPINS utilizes a database system supported by the ORACLE Relational Database Management System (RDBMS) and its processing utilities. The CPIN system management office maintains a database of all ACPINS data. The central database is on-line with the local SCC at each of the ALCs and AGMC by means of communications network(s). The data contained in the ACPIN System database is a result of inputs by contractors, TODOs, ES and SCC personnel. Most customer support processing is conducted at the SCCs. The compendium, requirement and distribution, Foreign Military Sales (FMS), and historical file data programs utilize the ACPINS database. FMS case data is exchanged daily between ACPINS and the Security Assistance Technical Order Data System (SATODS).

1-5 SECURITY AND PRIVACY.

1-5.1 Security. All data processed within the ACPIN System is unclassified. Data elements may relate to classified software and/or engineering documentation packages, but no classified information will be entered in, processed, stored, or output by the ACPIN System. Access to the system and the databases is managed through system controls and customer passwords based on multi-level access approvals granted by the ACPIN System managers. Classified Confidential and Secret software will have CPINs assigned and will be distributed through the ACPIN System functions. They will be identified, handled, and stored in accordance with applicable security regulations. Multiple-media software will be identified with the highest classification of the units of media involved. For example, if Disk 2 of a three-disk multiple-media software is classified Secret and Disks 1 and 3 are classified Confidential, the higher classification (Secret) will be applied to all three disks. Each unit must be marked with its appropriate classification; however, the media identification label for all units of the software and the related CPIN compendium entries will indicate the highest classification.

1-5.2 Privacy. No personal data is involved in the ACPIN System; therefore, the provisions of Privacy Act regulations do not apply.

1-6 REFERENCES.

The following references are applicable to this manual:

MIL-STD-1806 Marking Technical Data Prepared by or for the Department of Defense.

DoD 5105.38M, Security Assistance Management Manual

DoDR-5000.2 Acquisition Management Policies and Procedures.

AFI 16-201 (Cross-Ref) Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U) supersedes AFR 200-9 (CONFIDENTIAL) Disclosure of Classified Military Information to Foreign Governments and International Organizations (U).

AFI 31-401, Managing the Information Security Program supersedes AFR 205-1 Information Security Program.

AFM 16-101, Internal Affairs and Security Assistance Management, supersedes AFR 130-1 Security Assistance Management.

AFM 67-1, Vol IX, Security Assistance Program Procedures.

AFSSI 5102, Computer Security (COMPUSEC) for Operational Systems supersedes AFR 205-16 Computer Security Policy.

TO 00-5-1 AF Technical Order System.

TO 00-5-2 Technical Order Distribution System.

TO 00-5-15 Air Force Time Compliance Technical Order System.

TO 00-5-16 Software Managers Manual, Automated Computer Program Identification Number (ACPIN) System.

TO 00-5-19 Security Assistance Technical Order Program.

SECTION II

SYSTEM FUNCTIONS

2-1 GENERAL.

The ACPIN System performs six major functions:

- (1) Establish and maintain the ACPINs database information,
- (2) Provide standardized interactive CPIN assignments,
- (3) Produce ACPINs compendiums and cross-references,
- (4) Establish and maintain customer software and compendium requirements,
- (5) Support software and compendium distribution through the generation of mailing and media labels and related documents, and
- (6) Provide management information periodically and as requested.

2-2 ACPIN SYSTEM FUNCTIONS.

2-2.1 CPIN Data Entry and Database Maintenance. This function pertains to establishing and maintaining information in the ACPIN System database. The software developer and software manager are responsible for entering new CPIN data.

2-2.2 Interactive CPIN Assignment. The ACPIN System provides interactive assignment of a standardized CPIN. The software's CPIN designator identifies the software baseline, revisions, and versions. All CPINs are assigned and processed through the CPIN System Management Office. The system reviews all data entries for systems compatibility and data accuracy.

2-2.3 Compendiums and Cross-References. ACPINs compendiums are consolidated indexes of ECS software which provide a precise audit trail of each CPIN by reflecting the current configuration status. A short summary of information is provided for each CPIN and related documentation package. Cross-References of related CPIN information are also provided.

2-2.4 Requirements. Announcements of newly acquired systems, workload reassignments or transfers, and newly developed software for existing systems, require the using activity to initiate a request for continuing software and compendium distribution requirements. The US Air Force customers, including foreign governments, must establish requirements through Technical Order Distribution Offices (TODOs). DoD Contractors with TODO codes must establish requirements through designated Procuring Contract Officers (PCO) or Administrative Contract Officers (ACOs). All requirements will be submitted to the CPIN System Management Office for processing and coordination with the software managers. TODO subaccount requirements and distribution of software are also the responsibility of established TODOs. These functions and the assignment of TODO account or subaccount numbers, etc., will be accomplished by the same methods as outlined in Technical Order 00-5-2. Special TODO instructions for establishing requirements are contained in section V of this manual.

2-2.5 Distribution. The distribution of each software item and ACPINs compendium is supported by the ACPIN System. The system provides mailing labels for established requirements which are authorized by software managers. This assures timely distribution to software customers and will deny distribution to unauthorized requests. Special TODO instructions for distribution procedures are also found in section V of this manual.

2-2.6 Management Products. Collected and stored data relative to each CPIN and related engineering documentation are extracted and formed into management products for software managers within the US Air Force. Some managerial reports will be produced periodically while others will be provided as requested.

SECTION III

COMPUTER PROGRAM IDENTIFICATION NUMBER

3-1 CPIN COMPONENTS.

A CPIN may have three separate components: a prefix, a CPIN identifier, and a suffix. A CPIN identifier is a variable length alpha-numeric designator with a minimum length of 14 positions and a maximum length of 40 positions. This is counting the dashes which are used to divide the identifier into four separate fields. A CPIN may be prefixed with a two-position foreign country code and/or suffixed with a six-position revision identifier. When the prefix and suffix are used the CPIN may have 48 positions (not counting spaces). Once assigned, a CPIN will not change unless a reidentification action is initiated to obtain a new CPIN assignment.

3-1.1 CSCI Designator Pattern. An example of a 48-position CSCI designator for a CPIN using a foreign country code prefix and a revision suffix is shown in figures 3-1 and 3-2. Spaces are used to show the separate components. This improves readability in the CPIN compendiums, CSCI media labels, mailing labels, etc. The example identifies a unit under test program for a radio receiver transmitter used on an F-15 aircraft.

NOTE

This example is used only to reflect the capabilities of a 48-position CPIN identifier. If applicable a CPIN may contain as few as 14 positions.

3-2 CPIN PREFIX.

When CPIN is assigned to a country standard CSCI or engineering documentation package, the CPIN will be prefixed with a two-position alpha foreign country code. Country codes designated in AFI 63-107, AFM 67-1, Vol IX, Security Assistance Program Procedures and those listed in the Security Assistance Management Manual, DoD 5105.38M will be used. If software is applicable to NATO countries the code will contain one alpha and one numeric designator. Security Assistance CPINs are described in section VI.

3-3 CPIN IDENTIFIER.

The following paragraphs describe the four CPIN identifier fields:

3-3.1 First Field-Category and Major Function (4 Positions/Includes a Dash).

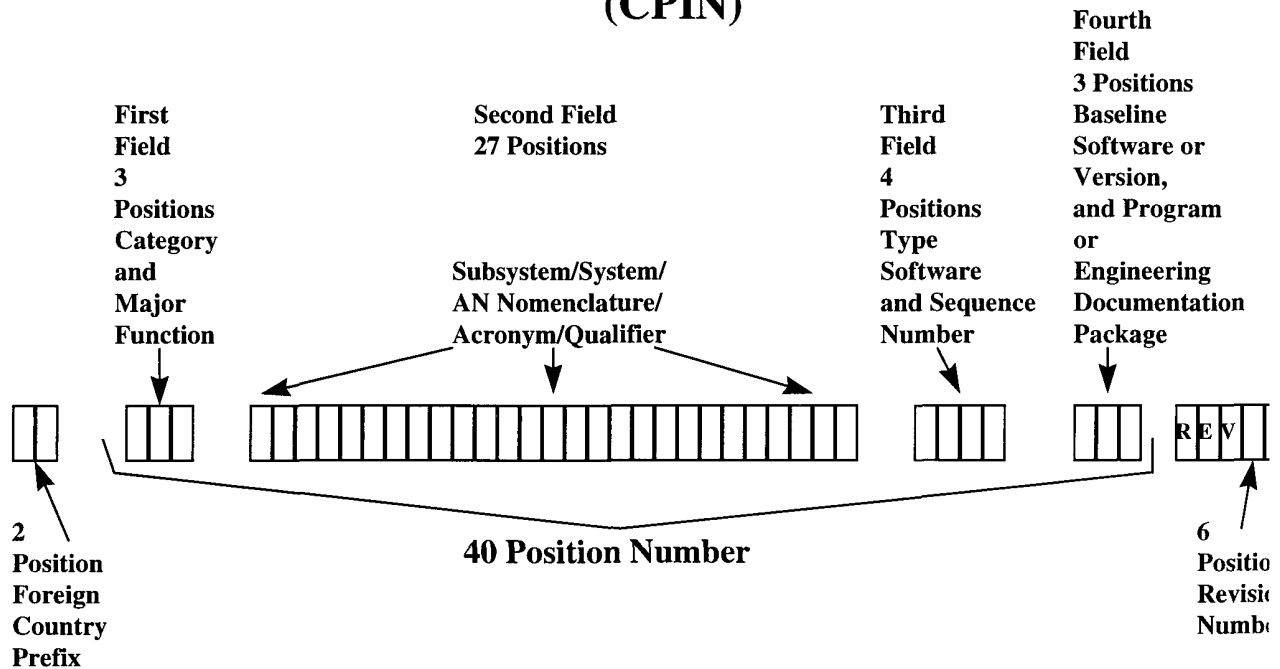
3-3.1.1 Category. The category is identified in the first two positions with one of the following two-digit codes.

- 81 - Aircraft
- 82 - Missile
- 83 - Ground Communications-Electronics
- 84 - Simulators or Trainers
- 85 - Test Stations or Testers
- 87 - General Purpose Computers
- 88 - Other Computer Programs
- 89 - Space and Space Vehicles
- 91 - Command and Control

3-3.1.2 Major Function. The third position in this field is an alpha code that identifies the major function of the system or sub-system that the CSCI was designed to operate, test, or support. Major function codes authorized for use in the ACPIN System are:

- A - OPERATIONAL FLIGHT PROGRAM (OFF).
- B - ELECTRONIC WARFARE (EW).
- C - COMMUNICATIONS.
- D - DATA PROCESSING AND/OR DISPLAY.
- E - ENGINES.
- F - FLIGHT CONTROLS.
- G - GUIDANCE.
- H - NAVIGATION.
- J - WEAPONS DELIVERY.
- K - FIRE CONTROL.
- L - MISSILE LAUNCH.
- M - METROLOGY/METEOROLOGY.
- N - ENVIRONMENT AND EGRESS.
- P - PHOTOGRAPHY.
- Q - ELECTRONIC AND ELECTRICAL.
- R - ARMAMENT AND MUNITIONS.
- S - FUEL.
- T - MULTIPLE MAJOR FUNCTIONS.

COMPUTER PROGRAM IDENTIFICATION NUMBER (CPIN)



XX 85B - ALQ125/C130A/124896 - U001 - 00A REV 001

H9700197

Figure 3-1. CPIN Designator

NOTE

The T code should not be confused with function code A which also pertains to more than one function but is used only for operational flight programs (OFP).

U - HYDRAULIC, PNEUMATIC, PNEUDRAULIC, AND VACUUM.

V - GENERAL PURPOSE OR SUPPORTIVE.

W - SURVEILLANCE/TRACKING/IFF.

3-3.1.2.1 **X - NOT USED.**

3-3.1.2.2 **Y - NOT USED.**

3-3.1.2.3 **Z - OTHER.** This function relates to programs and documentation that cannot be identified in another function. Examples are aircraft and missile mass-property systems which help determine the center of gravity, weight, balance, and loading parameters.

3-3.2 Second Field - Subsystem/System Identifiers.

3-3.2.1 General. The variable length, alphanumeric second field of the CPIN is used to identify the subsystem (e.g., ALQ131V, DSQ35, UYM7) or system (e.g., C5A, AGM86, or 487L) which the CSCI is designed to operate, test, or support. In order to maintain visibility to users and managers, it is preferable to identify the subsystem whenever possible. A standardized subsystem identifier in the CPIN assists management control of subsystems required by the SPM, IM, Technical Repair Center (TRC), and intermediate level shops. Subsystems may be common to various major systems. The second field will consist of the following subsystem/system type identifiers and will not be less than 2 positions or more than 28 positions when linked together.

3-3.2.2 AN Nomenclatures. AN nomenclatures are type designation assignments for electronic systems and subsystems used throughout the US Department of Defense. A type designation is

2-Position Foreign Country Prefix		40-Position Maximum Length for CPIN	6-Position Revision Number
--		-----	-----
XX		81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A	REV 001

81-Aircraft Category
 C-Communications
 ARC164-Radio Set
 RT1145-Receiver Transmitter
 RRXMTR-Radio Receiver Transmitter
 F15C/D-Major Weapon System/Subsystem
 U-Unit Under Test Type Software
 001-First CPIN in Series
 00-Baseline Software
 A-Software Program

Some CPIN assignments based on the above example may be:

CSCI Baseline Documentation	81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00D
CSCI Revision Documentation Revision	81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A REV 001 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00D REV 001
CSCI Version Documentation Version	81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01D
CSCI Version Revision Documentation Version Revision	81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A REV 001 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01D REV 001
Combination CPIN Baseline Combination CPIN Revision	81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00A 81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00D REV 001
Combination Documentation Combination Documentation Rev	81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00D 81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00D REV 001
Consortium CSCI Baseline Consortium CSCI Baseline Rev	XX 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A XX 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A REV 001
Consortium CSCI Version Consortium CSCI Version Rev	XX 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A XX 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A REV 001
Country Standard Baseline Country Standard Baseline Rev	BE 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A BE 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A
Country Standard Version Country Standard Version Rev	BE 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A BE 81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A REV 001

H9700198

Figure 3-2. CSCI Example

definitive in itself in that it will never be duplicated. Subsequent modifications are recognized through the assignment of a modification letter or specific variable configuration number. Nomenclatures and official titles are established by submission of a DD Form 61 through the MIL-STD 196D Joint Electronic Type Designation System (JETDS). The AN nomenclature should always be used in the second field of the CPIN when this nomenclature has been assigned. When it appears in the CPIN, the AN designator, and dashes are omitted. For

example, AN/ARC-24 is changed to ARC24. The AN nomenclature that identifies a component with the subsystem/system can be used in the second field of the CPIN to reflect the subsystem/system component. For example, CP-365/ASQ-6 is the subsystem plus the CP-365 component. Virgules (/) are used to separate the designators. Components are often common to various subsystems therefore when the component is used in the CPIN the nomenclature is reversed. For example, CP-365/ASQ-6 will appear as ASQ6/CP365. This provides

a more standardized grouping of subsystem/system identifiers and is more suitable for indexing the CPINs. If the AN nomenclature contains a V in parentheses, it identifies a modified subsystem, and the parentheses is omitted. For example, AN/ALR-46(V)2 is changed to ALR46V2. The system designator (model, design, series) is identified in the second field of the CPIN only when the CSCI is system peculiar, or the subsystem cannot be identified. Example: B-52H, F-15E, E-3A, or LGM-30F would appear in the second field of the CPIN as B52H, F15E, E3A, or LGM30F.

3-3.2.3 Acronyms and Abbreviations. If an appropriate military-designated subsystem identifier is available, then acronyms and abbreviations should not be used as subsystem identifiers. However, if this is the only method of identification, the acronym or abbreviation representing the subsystem may be used and will be identified first in the second field of the CPIN (e.g., CADC/F15)

3-3.2.4 Qualifiers. It may be desirable to associate the system or subsystem in the second field of the CPIN with a qualifier to denote a particular application, a managing ALC, physical location, system, acronym, etc. An example would be the use of a qualifier to identify a unit-under-test (UUT) program for a specific circuit card within a subsystem, such as AJN18/IDA6. The qualifier identifies circuit card number IDA6 located in subsystem AN/AJN-18. When a subsystem is common to more than one weapon system, the subsystem may be qualified with the applicable system designator. An example is an AN/ARC-type radio set used on various aircraft. For example: -ARC24/A10, -ARC24/C141, -ARC-24/F4. Also, if desired, a foreign country code may be used as a subsystem qualifier. The system or subsystem must be identified first in the second field of the CPIN and the qualifier identified last. The use of qualifiers is an option of the software manager.

3-3.3 Third Field - Type Software and Sequence Number (5 Positions/Includes a Dash).

3-3.3.1 Type Software. Five alpha codes identify the type of software in the first position of the third field. These codes are:

- F - Operational
- S - Support
- T - In-Place Test
- U - Unit Under Test
- C - Combination.

3-3.3.2 Sequence Number. A three-digit sequence number beginning with 001 continuing through 999 identifies the number of related CSCI's in a series.

3-3.4 Fourth Field - CSCI Baseline or CSCI Version Identifier, and CSCI or Engineering Documentation Indicator (3 Positions).

3-3.4.1 CSCI Baseline or CSCI Version Identifier (2 Positions). The first two positions in this field consists of a two-digit number which identifies either the original CSCI product baseline or a CSCI version. Two zeros (00) will identify the original CSCI product baseline and will be used in the first basic CPIN assignment. Version identifiers will be assigned in numeric sequence starting with "01". A version is a software item which has been developed from another software item. It is usually the result of a design change to the original baseline. A version identifies software variations or modifications developed to accommodate changes or updates to equipment or basic mission requirements. A version CPIN will normally co-exist with the basic CPIN or with the basic CPIN and other versions.

3-3.4.2 CSCI or Documentation Indicator (1 Position). The last position of the fourth field indicates whether the CPIN is assigned to a CSCI or to the related engineering documentation. An alpha code A will be assigned in the CPIN for the CSCI. An alpha code D will be assigned for the documentation.

3-4 CPIN SUFFIX.

When a revision number has been assigned to a CPIN identifier, the CPIN will be suffixed with a six-position revision designator. The suffix consists of a three-position "REV" identifier followed by a three-digit revision number (Example: REV 001). Revision numbers are always assigned in numerical sequence from 000 through 999. A revision identifies a change or changes accomplished to correct discrepancies to baseline CSCI's and/or engineering documentation. Revised CSCI's always replace the existing baseline CSCI (original CSCI baseline or previous revision), that is, the CSCI is upgraded to a new baseline. The revision number will appear as a suffix to the CPIN in the compendium entry, on the CSCI media label, on mailing address labels, and in the context of the TCTO, letter, or electronic notice which announces the change to the CSCI.

SECTION IV

ACPINS COMPENDIUMS AND CROSS-REFERENCES

4-1 TYPES OF COMPENDIUMS AND CROSS-REFERENCES.

Compendiums (indexes) and cross-reference microfiche publications are produced periodically from data provided by contractors, Equipment specialists, and the prime Software Control Center. Compendium data is also available on-line to authorized customers who have access to the ACPIN System. The compendiums contain current CPIN lists with applicable information concerning new, updated, or inactivated CSCIs and engineering documentation. There are five general types of Compendiums:

- (1) Index of Compendiums,
- (2) Cross-References,
- (3) USAF Compendiums,
- (4) Command Compendiums, and
- (5) Country Compendiums.

4-2 INDEX OF COMPENDIUMS.

The Index of Compendiums provides a list of all currently published ACPINs compendiums, cross-references, and related data. The Index of Compendiums is identified with compendium number 80-0-1.

4-3 CROSS-REFERENCES.

The Cross-References are quick references which serve as research aids for selected CPIN data elements, such as, equipment part number to CPIN, etc. They are identified as follows:

- 80-0-2 Equipment Part Numbers and CPIN
- 80-0-3 Computer Operators Manuals and CPIN
- 80-0-4 Control Computer/Test Stations and CPIN
- 80-0-5 Interface Test Adapter (ITA) and CPIN
- 80-0-6 Alternate Identifier and CPIN

4-4 USAF COMPENDIUMS.

US Air Force compendiums are produced for all CPIN identified CSCIs that are assigned to major

equipment or fields of technology. Compendiums and Cross-References will be produced on microfiche and will be available on line. USAF compendiums are categorized and identified as follows:

- 80-1-81 Aircraft
- 80-1-82 Missiles
- 80-1-83 Ground Communications-Electronics
- 80-1-84 Simulators/Trainers
- 80-1-85 Test Stations/Testers
- 80-1-87 General Purpose Computers
- 80-1-88 Others
- 80-1-89 Space and Space Vehicles
- 80-1-91 Command and Control

4-5 COMMAND COMPENDIUMS.

A Command Compendium may be produced for each major command (MAJCOM) and lists all CPINs identified as command-managed. A Command Compendium is identified by a number containing a MAJCOM designator. Examples are 80-2-ACC, 80-2-AMC, 80-2-AFMC, etc.

4-6 COUNTRY COMPENDIUMS.

A Country Compendium is produced for each foreign country engaged in the SAP that uses CPINs. Each Country Compendium identifies both releasable USAF standard CSCIs and country standard CSCIs used by that respective country. USAF standard CSCIs are used jointly by the US Air Force and a foreign country and are listed in both the USAF and Country Compendiums. Country standard CSCIs, however, are not used by the US Air Force and are only listed in the Country Compendiums. Country Compendiums are similar to USAF Compendiums, with the exception that the Country Compendiums will include cross-reference data. The cross-reference data will be the same types as identified for USAF items in paragraph 4-3. Country Compendiums are identified with a compendium number containing a two-position country code. Examples are 80-3-AT (Australia), 80-3-BE (Belgium), etc.

SECTION V

REQUIREMENTS AND DISTRIBUTION

5-1 GENERAL.

The establishment of requirements and accomplishment of distribution of the Compendiums, cross-references, and software are made through Technical Order Distribution Offices (TODO's). The policy and procedural guidance contained in this section of the manual is directed to TODO's, their accounts, sub-accounts, and other software customers. The assignment of TODO account or sub-account numbers, and similar TODO functions, will involve the same methods as outlined in Technical Order 00-5-2 or Technical Order 00-5-19 for the Security Assistance Program (SAP) participants. The prime ALC or activity responsible for software management is identified in the compendiums with each CPIN entry. Mailing addresses are listed in the Compendium Foreword.

5-2 DISTRIBUTION CODE NUMBERS.

TODO distribution code (account) numbers are used for distribution of ACPINS software and compendiums. These codes are established by submitting an original and one copy of the AFTO Form 43, "Request for USAF Technical Order Distribution Code Assignment or Change," to OC-ALC/TILUB 7851 2ND ST STE 203, Tinker AFB, OK 73145-9147. The information on the form must then be reviewed for TODO code assignment and approval by the appropriate USAF TODO approving official. The information will then be provided to the CPIN System Management Office. When the data is entered into the appropriate system databases, the official USAF Master Address Records will be updated. TODO codes previously established in the Technical Order System may be used. However, in order for the TODO to receive ACPINS products, an AFTO Form 43, must be submitted containing the following statement: "TODO authorized CPIN compendiums, CSCI's, and related TOs". This information is entered on the form in part I, Block 2, entitled "OTHER". See figure 5-1.

NOTE

ACPINS software and compendiums are controlled, limited distribution items. If a TODO has not obtained the AFTO Form 43 approval statement any requests for compendiums or software will be rejected. This

statement must be repeated each time a revised AFTO Form 43 is submitted.

Changes to AFTO Form 43 data will be made by submitting an AFTO Form 43 Revision. AFTO Form 43 data may establish, revise or cancel USAF Master Address Records. Procedures for AFTO Form 43 submittals are found in TO 00-5-2 (USAF) and TO 00-5-19 (SAP).

5-3 COMPUTER SOFTWARE CONFIGURATION ITEM REQUEST, AFTO FORM 157, (FIGURE 5.2).

The AFTO Form 157 is the authorized form used in the ACPIN System to establish, change, or cancel ID requirements and to request one-time requisitions. AFTO Form 157 information will be inter-actively entered into ACPINS by the CPIN system management office. The AFTO Form 157 consists of three information elements: customer identification and management information entered in Blocks 1 through 8, requirements entered in part I, and requisition follow-up entered in part II. The completed form is forwarded to the CPIN System Management Office. The form is also used as a release approval document for SAP CPIN case requirements. Duplicate copies of the AFTO Form 157 for managing ALCs are not required; the completed and signed original of the form will suffice. It is important that entries on the form be legibly printed; use the slashed zero symbol to indicate the numeric zero. Reference Appendix A for detailed instructions.

5-3.1 Requirements Determination. The establishment of requirements for all ACPINS products is the responsibility of the TODOs. The requirements for the compendiums and software, and the number of files maintained, will be the minimum essential to support the assigned mission. The number of compendium and software copies needed may be determined by the using activity. Some customers maintain an operational copy and a backup copy of each item. Requirements for software may be determined in several ways: by direct requests from software managers, through Data Calls, technical reviews, by reviewing the compendiums, and by considering the using activity's mission and equipment. The first priority is to determine the software required by a customer for a specific application, determine the CPIN

REQUEST FOR USAF TECHNICAL ORDER DISTRIBUTION CODE ASSIGNMENT OR CHANGE <small>(See T.O. 00-5-2 For Use of This Form)</small>		TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED <input type="checkbox"/> CANCELLATION		T.O. DISTRIBUTION OFFICE CODE DATE	
FROM		TO (Place in envelope and mail to) OC-ALC/TILUB 7851 Second St., Ste 201 Tinker AFB OK 73145-9147			
PART I GENERAL					
1. POSTAL ADDRESS AND ZIP CODE					
2. ORGANIZATION (Check applicable blocks)					
<input type="checkbox"/> ORGANIZATION IS DESIGNATED BASE TODO IAW T.O. 00-5-2		<input type="checkbox"/> ORGANIZATION IS A CONTRACTOR WITH A UNITED STATES GOVERNMENT CONTRACT <small>(Indicate Contract Number and Issuing U.S. Government Agency) (Use reverse side if necessary)</small>			
<input type="checkbox"/> ORGANIZATION IS DESIGNATED TODO BUT NOT THE BASE TODO IAW T.O. 00-5-2		CANCELLATION DATE		YR	MO
<input type="checkbox"/> ORGANIZATION IS AN ELEMENT OF THE UNITED STATES AIR FORCE (Indicate Major Command)		<small>(Date on which code and all requirements are to be cancelled unless otherwise advised by revised AFTO Form 43)</small>		DAY	
<input type="checkbox"/> ORGANIZATION IS AN ELEMENT OF THE UNITED STATES GOVERNMENT BUT NOT AIR FORCE (Indicate Department or Agency)		OTHER (Describe organization in detail. Use reverse side if necessary) TODO Authorized CPIN Compendium CPCIs and T.O.s (00-5-17)			
3. ORGANIZATION LISTED ABOVE HAS ADEQUATE FACILITIES, EQUIPMENT, AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD CLASSIFIED TECHNICAL ORDERS UP TO AND INCLUDING (Reflect Security Clearance)					
4. THE FOLLOWING PERSONNEL ARE AUTHORIZED TO SIGN AND APPROVE T.O. REQUIREMENTS AS TODO IAW T.O. 00-5-2. PERSONNEL LISTED BELOW ARE CONVERSANT WITH THE PROVISIONS OF T.O. 00-5-2 AND WILL ASSURE COMPLIANCE THEREWITH.					
NAME, GRADE, TITLE AND SIGNATURE (Include phone)		NAME, GRADE, TITLE AND SIGNATURE (Include phone)		NAME, GRADE, TITLE AND SIGNATURE (Include phone)	
PART II USAF APPROVING AGENCY					
5. THE FOLLOWING UNITED STATES GOVERNMENT PERSONNEL ARE AUTHORIZED TO SIGN AND APPROVE TECHNICAL ORDER REQUIREMENTS AS USAF APPROVING AGENT IAW T.O. 00-5-2 (Required for specialized T.O. codes only. See T.O. 00-5-2)					
NAME, GRADE, TITLE AND SIGNATURE (Include phone)		NAME, GRADE, TITLE AND SIGNATURE (Include phone)		NAME, GRADE, TITLE AND SIGNATURE (Include phone)	
PART III COMMAND/ORGANIZATION APPROVAL					
6. THE ABOVE REQUEST IS VERIFIED AND APPROVED BY THIS OFFICE. APPROVAL OF THIS REQUEST IS CONSIDERED IN THE BEST INTERESTS OF THE UNITED STATES GOVERNMENT.					
APPROVING OFFICE (Address, Phone, USAF Major Command/U.S. Government Office Approval)			SIGNATURE, GRADE, TITLE (Major Staff Officer or authorized approval authority)		
PART IV FOR OKLAHOMA CITY ALC USE ONLY					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <small>(See reverse side)</small>		REMARKS OR SPECIAL INSTRUCTIONS (Continue on reverse)			

AFTO FORM 43, JUL 94 (EF-V1) (PerFORM PRO)

PREVIOUS EDITION IS OBSOLETE.

H9700208

Figure 5-1. AF Form 43, Request for USAF Technical Order Distribution Code Assignment or Change

COMPUTER PROGRAM CONFIGURATION ITEM REQUEST						
Signature in Blocks 1 thru 4 certifies that the requirements established herein are the minimum essential requirements to support the mission of organizations served by distribution code listed below. Applicable security directives have been complied with in establishing requirements for classified material.						
1. TODO CODE YOUR TODO HERE	2. TODO REQUISITION NO. START WITH 00001	3. REQUEST DATE 5 Sep 96	4. SECURITY CLASS	5. ORDER CONTROL NUMBER		
6. TODO ADDRESS (DSN/Commercial Phone) 1. INPUT YOUR ADDRESS AS IT SHOWS ON YOUR LATEST AFTO FORM 43			7. ADMINISTRATIVE CONTRACTING OFFICER ADDRESS (Contractors Only)			
2.			CONTRACTING OFFICER (Signature, Grade and Title)			
3.						
4.						
5.						
REQUESTING OFFICER (Signature, Grade and Title)						
8. APPROVING OFFICIAL ADDRESS (USAF Government)			9. APPROVING ALC SCC/MAJCOM FOCAL POINT ADDRESS			
APPROVING OFFICIAL (Signature, Grade and Title)			APPROVING ALC SCC/MAJCOM FOCAL POINT (Signature, Grade and Title)			
PART 1 ID AND OR ONE TIME REQUISITION QUANTITIES						
1. COMPUTER PROGRAM IDENTIFICATION NUMBER	2. REV NO	3. SEC CLASS	4. MEDIA TYPE	5. ID QTY	6. ONE TIME RQST QTY	7. EMER CODE
99A-TEST/CPIN-T001-00A (11JUN95)	000	U	BASF 53066 HD16		0002	
" " " " " (PENDING)	001	U	" " "	0002		
HOW TO ORDER BOTH ID & 1 TIME RQN WHEN THE LATEST REVISION IS PENDING				future rqmts	ship now	
99A-TEST/CPIN-T002-00A (11JUN96)	002	U	DISKETTE	0003	0003	
HOW TO ORDER BOTH ID & 1 TIME RQN WHEN ONLY REVISION IS DATED				future rqmts	ship now	
99A-TEST/CPIN-T002-01A (16JUL96)	003	S	DISKETTE 3.5 DSDD	0001	0001	
" " " " " "	"	"	DISKETTE 5.25 HD	0001	0001	
HOW TO ORDER A CPIN THAT IS AVAILABLE IN MORE THAN ONE MEDIA TYPE			MEDIA MUST ALREADY BE AVAILABLE IN INDEX	future rqmts	ship now	
99A-TEST/CPIN-T002-01A (PENDING)	004	S	DISKETTE 5.25 HD	0002		
ABOVE: HOW TO INCREASE ID QTY (WAS 1) BELOW: HOW TO CANCEL ID QTY (WAS 1)			PREVIOUS EXAMPLE SHOWS ORIGINAL ID	future rqmts		
99A-TEST/CPIN-T002-01A (PENDING)	004	S	DISKETTE 3.5 DSDD	0000	0000	

AFTO FORM 157, SEP 95 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION IS OBSOLETE

H9700209

Figure 5-2. AFTO Form 157, Computer Program Configuration Item Request (Sheet 1 of 2)

[illegible]

AFTO FORM 157, SEP 95 (Reverse) (EF-V2) (PerFORM PRO)

H9700210

Figure 5-2. AFTO Form 157, Computer Program Configuration Item Request (Sheet 2 of 2)

assigned, and establish a formal requirement. In some instances, contractors may deliver software to using activities along with the delivery of the related equipment. When this occurs the software customer will establish ID requirements through the appropriate TODO. This must be done in order to assure follow-on distribution of software revisions or updates. Configuration control requirements usually restrict or preclude engineering documentation packages from distribution to software customers. However, if distribution becomes desirable, documentation requirements will be processed in the same manner as software requirements.

5-3.2 New Requirements. When CPINs for software of a new weapon system are assigned and using organizations are identified, the software manager at the System Program Office (SPO) will provide the using organization with a list of the CPINs needed for system support. This will permit the users to request the establishment of CPIN Initial Distribution (ID) requirements with their Technical Order Distribution Office (TODO). Requirements for software under development are established before the items are deliverable, and are identified in CPIN compendiums with a PENDING date. When the software becomes operational the compendium will reflect a software release date and the software will be distributed.

5-3.3 Establishing Requirements. When an organization requests ID quantity requirements for a dated/released CSCI, the customer will need to also request a one-time quantity in order to receive the dated/previously released CSCI. The ID quantity will establish requirements for all future revisions automatically. The same is true when establishing requirements for CPIN compendiums. Version CPINs are assigned in the same manner as baseline CPINs; therefore ID requirements must be established for each new version. When CPINs are combined on a single media unit for software delivery, a combination CPIN is assigned and requirements are established for the combination CPIN. Baseline CPINs and versions distributed only on combinations do not require separate ID establishment. When this occurs, the baseline CPIN or version should reference the combination CPIN in special notes in the compendium. For instance, if CPIN 81A-ABC123-F001-00A is only distributed on the combination item identified as 81A-ABC123-C001-00A; then the Special Notes block of 81A-ABC123-F001-00A CPIN entry in the compendium should read, "Requirements established under 81A-ABC123-C001-00A".

5-4 INITIAL DISTRIBUTION (ID) REQUIREMENTS.

Initial distribution requirements for software, Compendiums, and Cross-References are submitted to the CPIN System Management Office on a COMPUTER SOFTWARE CONFIGURATION ITEM REQUEST, AFTO Form 157. The form is used to establish, change, or cancel ID requirements for software or compendiums. The ID requirements are retained in the database until changed or canceled by the TODO as requested by the customer. If a reinstated CPIN has been canceled for less than one year, it is not necessary to re-establish requirements. All software and compendium requirements are subject to the approval of the responsible software managers. The Prime Software Control Center (SCC) will notify customers of any disapprovals. The CPIN System Management Office will notify customers of any disapprovals for Compendiums/Cross-References.

NOTE

Requirements for the compendiums and software items may be submitted on the same AFTO Form 157. This includes requirements for software with different security classifications or software managed by different ALCs or major commands. The requirements must be submitted to the CPIN System Management Office by paper form or on-line.

5-4.1 ACPINS Compendiums. TODOs will submit requirements for USAF Compendiums, Index of Compendiums, Cross-References, and Country Compendiums to the CPIN System Management Office. Requests for command compendiums will be submitted through established TODOs to the CPIN System Management Office or to the Major Command Designated Point of Contact (MAJCOM DPOC).

5-4.2 USAF Software. The software requirements initiated by US Air Force organizations will be submitted to their established TODO. The TODO will consolidate the software requirements, and will forward them to the CPIN System Management Office. The CPIN System Management Office will transmit the data to the appropriate SCC, where the software manager can approve the request by entering an approval code into the ACPINS database. The Prime SCC will be the focal point for the coordination and approval process of AFTO Form 157 software requirements.

5-4.3 Command-Managed Software. Major commands have the option to use the ACPIN System to maintain requirements for command-managed software. If a major command elects to use the

ACPIN System the command will forward an AFTO Form 157 to the CPIN system management office for entry into the ACPINS database.

5-4.4 DoD Contractors. Requests for software or a USAF Compendium initiated by a DoD contractor TODO will be forwarded on AFTO Form 157 to the appropriate Administrative Contracting Officer (ACO), Procurement Contracting Officer (PCO), or Defense Contract Administrative Service Officer (DCASO) for approval. When the requests are approved, the approving officer will enter an organization address, sign the form in Block 7, and submit it to the CPIN System Management Office. The requirements will then be entered into ACPINS. The software requirements will be transmitted to the prime ALC's for review and approval.

NOTE

This requirement does not apply to contractor-operated AF Base TODOs.

5-4.5 Foreign Countries. TODO's of foreign countries and their liaison officers or representatives engaged in the Security Assistance Program (SAP), will submit AFTO Form 157 requests to the CPIN System Management Office. Requests will then be transmitted to the prime SCC for review by the Foreign Disclosure Policy Office (FDPO) and applicable software managers. After appropriate approvals, the requests will be processed. For additional information, refer to section VI.

5-4.6 Other DoD Organizations and US Government Agencies. Requests initiated by other DoD organizations and US government agencies (US Navy, US Army, NASA, FAA, etc.) should be submitted by AFTO Form 157 through appropriate channels and their assigned TODO to the CPIN System Management Office. The same processing and approvals are required as for US Air Force organizations.

5-5 REQUISITIONING.

Requisitioning is the procedure for requesting and obtaining one-time distribution of a dated compendium or software item. Pending software cannot be obtained by one-time requisitions.

5-5.1 General. A dated/released compendium or software item may be requested on a one-time basis for use as a replacement, research material, or special purposes. This type of request does not establish continuing update or follow-on distribution requirements in the ACPIN System. One-time requisition requests are identified on the AFTO Form 157 and may be submitted with ID requirements. The requests are submitted in

accordance with paragraph 5-4 processing instructions.

5-5.2 Types of Requisition Requests.

5-5.2.1 One-Time Requisition. Requests for one-time requisitions are submitted by paper AFTO Form 157 to the CPIN System Management Office.

5-5.2.2 Follow-Up Requisition. A follow-up may be made if a requested one-time requisition item (i.e., the requested software or compendium) or a 215 Notification letter is not received within 30 calendar days from the request date (90 days outside continental United States).

5-5.2.3 Emergency Requisition. Emergency requisitions are justified when lack of the software will cause one of the following:

Emergency Code	Definition
1.	Lack of software will cause potential fatal or serious injury to personnel;
2.	Lack of software will cause potential loss or damage of equipment;
3.	Lack of software will cause serious degradation to mission effectiveness of deployed equipment;
4.	Lack of software will cause a schedule slippage which will severely degrade mission effectiveness.

A TODO may request emergency one-time software distribution by priority electrical message, telephone, or FAX to the prime SCC. The requisition will include one of the emergency codes listed above. If the emergency request is by telephone, a letter from the requester to the prime SCC will then be issued immediately to confirm the requisition and justification. The TODO of a foreign country should send a message, providing the country case and emergency address information for transmittal of the item, through a liaison officer, embassy pouch, etc. When an emergency requisition action has been taken, the TODO should determine if continuing software support is necessary, and if needed, established initial distribution requirements.

5-6 PROCESSING CONFIRMATION NOTICE (FIGURE 5-3).

The TODO will receive a processing confirmation notice, 215 Notification letter, (formerly AFTO

Form 215 Notification) if the requester will add "CPIN Batch Confirmed" to the AFTO Form 157 request. The notice will indicate the request date of the AFTO Form 157 and the date the requirements were entered into ACPINS. The TODO should not submit follow-ups for the one-time requisition earlier than 30 days after the notice date or no earlier than 90 days for an FMS item.

5-7 MANUAL REQUISITION.

US government and contractor activities that do not have an assigned TODO distribution code may require software or compendiums on a one-time basis due to the nature of their mission. A manually prepared Special Requisition For Air Force Technical Order/CPIN, AFTO Form 276, (Figure 5-4) will be completed and forwarded to the Prime SCC. Adequate justification must be provided with the requisition. Instructions for the use and completion of the AFTO Form 276 are contained in TO 00-5-2. The AFTO Form 276 may be used by activities that have TODO distribution codes assigned when it is necessary to request an outdated CSCI for training or data reconstruction purposes. An AFTO Form 276 may be used to request a replacement for a single item or for a lost or damaged unit of media of a multiple-media CSCI (e.g., reel 6 of a 7 reel CSCI). The required reel of media unit number must be clearly indicated in the REMARKS, Block 24 of the form. The AFTO Form 276 is a request document that becomes a one-time requisition when it is processed, and will not establish ID.

5-8 TODO CPIN RECONCILIATION QUERY (FIGURE 5-4).

A review of the ACPIN System established requirements can be accomplished by comparison of the Code Selected Reconciliation List (CSRL) with the TODO AFTO Form 110 records. The CSRL is a list of all compendium and software requirements on record for a specific TODO. It contains the input data from the AFTO Forms 157 that established the initial distribution requirements. When a TODO is accomplishing a review, the instructions with the CSRL should be followed. Discrepancies noted must be corrected accordingly. The CSRLs are automatically prepared for the TODOs of the US Air Force, US Government, and DoD contractor organizations annually; additional copies will be printed or mailed at the TODO's written request. CSRL's are available on-line.

5-9 ACPIN SYSTEM DISTRIBUTION.

Distribution of USAF Compendiums, Index of Compendiums, Cross-References, and software is

accomplished following the establishment of initial distribution requirements and approved one-time requisitions. When a new software item is ready to be released, the applicable CPIN compendium will reflect a date of software in lieu of the "PENDING" date status. The CPIN System Management Office will distribute the Compendiums, Index of Compendiums and Cross-References. The prime SCCs will distribute the software for which they are responsible. When more than one package is needed for a shipment, each package will be identified and marked with its relationship (e.g., 1 of 3, 2 of 3, etc.). The items are shipped to the TODOs who are identified on official USAF mailing labels. Upon receipt the TODO should verify the labels' TODO distribution code and address. Shipment of initial distribution items should then be separated from requisition items and classified items separated and protected. The receipts for classified materials will be checked with the shipment, and a signed copy of the receipt document, AF Form 310, will immediately be returned to the originator (see paragraph 5-11.2). The TODO will then open the shipment and examine the contents. Errors found in software identification (incorrect CPIN on media labels, incorrect CPIN on tape leader, etc.) should be reported to the prime as shown on the mailing label. If software is found to be defective from other than transportation causes, the deficiency must be reported as outlined in Technical Order 00-35D-54. Most software and CPIN compendiums should be received within 30 days after release. The compendiums are produced and distributed periodically but not more often once a month. If an item requested for an initial distribution (ID) requirement is not received within 30 days after the compendium indicates it has been released and the 215 Notification letter has not been received, the TODO may send an inquiry to the prime SCC.

5-9.1 Shortage or Missing Items. If a shortage of items exists (quantity received is less than shown on the label), the TODO will enter the words, "SHORTAGE, QUANTITY RECEIVED (number)," on the face of the label (AFTO Form 221), and return the label to the managing SCC for corrective action. If part of an item is missing from a shipment (e.g., tape 2 of 3 is not received, a microfiche page is missing, etc.), the TODO will notify the managing office (the Prime SCC for software or CPIN System Management Office for ACPINS compendiums). When more than one package is used for a shipment, the packages may become separated in figure 5-5 CSRL transit

21-AUG-96

8317 OC-ALC/TILUF
SATODS TEST CODE
ATTN JUDYB
TINKER AFB OK 73145-5979

SUBJECT: TODO NOTICE (215)

CPIN	SCTU CLASS
-----	-----
CPIN_BATCH_CONFIRMED	
	U
NOTICE CODE IAW TECHNICAL ORDER 00-5-17	

CF	
TODO REQ DATE	NOTICE DATE
-----	-----
21-AUG-96	21-AUG-96
QUANTITY	IQDQ REQUISITION NUMBER
-----	-----
	96234

H9700199

Figure 5-3. Confirmation Notice

WR-ALC/TILTC
255 2ND ST STE 122
ROBINS AFB, GA 310981637

6980
OC-ALC/LASB
8080 PERIMETER RD DOOR 3 RM 124
TINKER AFB, OK 73145-9143

☆ U.S. GOVERNMENT PRINTING OFFICE: 1990-748-180

1. TECHNICAL ORDER NUMBER/CPIN		2. T.O./CPIN CLAS		3. QNTY REQUESTED		4. REQUISITION NUMBER		5. NOTICE		6. STATION	
81A-AC130H/CDU-F001-00A		11		0001		00005				6980	
7. FMS CASE/RCN	8. TYPE REQUISITION	9. DATE PREPARED	10. PREPARED BY	12. The approving/validating official certifies the Requesting USG/non-USG activity has a valid requirement and need to know for the requested Technical Order.							
11. I certify the requesting activity has complied with the provisions of T.O. 00-5-2 and requires the requested Technical Order/CPIN CPCI.				(USAF/United States Government Approving/Validating Agency IAW T.O. 00-5-2)							
(Requisitioning Officer Signature and Grade)				(USAF/USG Approving/Validating Officer (Signature, Title, Grade))							
13. TODCA/MMEC APPROVAL	14. TODCA/MMEC ACTION DATE	15. ACTION CODE/QNTY	16. QNTY SHIPPED	17. BASICS	18. CHGS	19. SUPS	20. VOLS	21. DATE SHIP	22. NO. PKGS.	23. GBL/AB/REG. NO.	
24. REMARKS								ACTION CODE KEY (For proper use of this form see T.O. 00-5-2) B - Backordered Estimated Delivery Date I - Indorsement (See Remarks) J - Submit written justification or cancel requisition U - Returned for signature in Block <input type="checkbox"/> 11 <input type="checkbox"/> 12 V - Shipped X-Extracted to TODCA/MMEC			

AFTO FORM 276, AUG 90

PREVIOUS EDITION WILL BE USED

SPECIAL REQUISITION FOR AIR FORCE TECHNICAL ORDER/CPIN

H9700200

Figure 5-4. Special Requisition for Air Force Technical Order/CPIN

CODE SELECTED RECONCILIATION LIST

DATE: 17-MAY-96

CODE SELECTED RECONCILIATION LIST

(COMPUTER SOFTWARE REQUIREMENTS LIST)

THIS LIST INCLUDES ALL CPIN REQUIREMENTS CONTAINED ON THE ACPINS SYSTEM FOR THIS TODO BY CATEGORY. REVIEW OF REQUIREMENTS SHOULD BE MADE TO ENSURE THE ID QUANTITIES SHOWN BELOW ARE CORRECT. THE ID QUANTITY ENSURES CONTINUING RECEIPT OF UPDATES.

REQUEST DATE AND NUMBER REFLECT THE LAST ID ACTION

ADJUSTMENTS TO UPDATE THIS LIST SHOULD BE SUBMITTED IN ACCORDANCE WITH T.O. 00-5-17

TODO	CATEGORY	NUM	REQ
1077	80	6	

CPIN	CLAS	ID	REQUEST DATE	NUMBER
80-0-1	U	1	05-MAR-96	800013
80-0-2	U	1	25-JUL-95	800013
80-0-3	U	1	25-JUL-95	80013
80-1-85	U	4	20-NOV-95	00034
81B-ALQ172V1-D000-02A	S	1	10-AUG-95	00016
81B-ALR69-U002-00A	C	1	11-SEP-95	00000
81B-ALR69V/C1037-C0001-00A	C	1	11-SEP-95	00000
81H-CT1MC/MC130E-F001-00A	U	2	19 OCT-95	99999
81H-CT1MC/MC130E-F001-00D	U	2	19-OCT-95	99999

H9700201

Figure 5-5. Code Selected Reconciliation List (CSRL)

and may be received at different times. If a package appears to be missing from a series (e.g., package 4 of 5), the TODO will notify the transportation or postal authority and check for the package in the next delivery. If it is not received within a reasonable length of time, the SCC should be notified.

5-9.2 Excess Distribution. If excess copies of software are received, the TODO should contact the prime ALC for disposition instructions. Excess microfiche copies of ACPINS compendiums may be destroyed.

5-9.3 Misdirected Shipments. In the event a misdirected shipment is received, the receiving agency should forward it to the correct address whenever possible. If the correct address cannot be determined, the shipment should be returned with an explanation to the originator. The TODO for a country in the Security Assistance Program, or a DoD contractor TODO, will return misdirected shipments to the originator.

5-9.4 Delayed or Damaged Shipments. When it appears a shipment has been unduly delayed, the TODO may request a Postal Officer or transportation authority to investigate. The Prime SCC should be contacted for shipping information. If a shipment is found to have been damaged in transit, the TODO must immediately notify the transportation authority and the carrier. Action may also be necessary to requisition replacement items.

5-9.5 Distribution by DoD Contractor. Acquisition organization (e.g., SPO or product center) have the option to direct DoD contractors to distribute software. When this occurs, the software will be identified with CPINs before distribution is made. The software will be distributed to customers identified on software distribution lists. The lists are determined through contractual agreement or as designated by the acquisition organization responsible for requirements verification. The acquisition organization will also provide a list containing the customers names, applicable CPINs and software dates to the prime SCC.

NOTE

It is the responsibility of each customer who receives contractor delivered software to establish requirements (ID) through the appropriate TODO. This action will enable the customer to receive software updates processed by the ACPIN System. Software distributed by a contractor may be made with or without the applicable computer equipment.

5-9.6 Disposal of a CSCI. When a CSCI is no longer needed (due to replacement, mission change, equipment transfer, inventory reduction, declared excess, etc.) the disposal of the item will be accomplished in accordance with the applicable TCTO, security regulation, conservation policy, or other directive. The return or reuse of an item is mainly at the customers discretion. Some items are expensive, and if in good condition, may be returned to the Prime SCC for further use. The SCC should be contacted for disposal instructions on items such as tapes, disk packs, cassettes, EPROM's, etc. An AFTO Form 157 should be submitted canceling the TODOs ID requirements when software is no longer needed.

5-10 RECORDS AND FILES.

Generally, the instructions outlined in TO 00-5-2 for establishing and maintaining technical order record files also apply to the TODO files for the ACPIN System. The Automated Technical Order Management System (ATOMS) may be used as well as paper forms to maintain records for software and compendiums. Additional instructions are as follows:

5-10.1 ACPINS Compendium Files. (1) AFTO FORM 110, TECHNICAL ORDER DISTRIBUTION RECORD. This form (figure 5-6.), will be maintained for ACPINS compendium requirements in the same manner as for technical order index requirements. The compendium number will be used in place of the technical order number on the form and will be filed in numerical sequence. One AFTO Form 110 is required for the Index of Compendiums, and for each USAF, FMS, or cross-reference compendium. When AFTO Form 110, part III and/or part IV have been completed, use AFTO Form 110A or 110B for continuation data.

NOTE

AFTO Form 110 entries will be annotated in pencil.

(2) AFTO FORM 131, TECHNICAL ORDER INDEX ROUTINE AND ANNUAL CHECK. This form will be filed in the compendium record files for each compendium. The above will not be required for on-line compendium and Cross-References.

(3) COMPENDIUM MICROFICHE FILE. The CPIN compendiums are produced on 24X microfiche film sheets.

5-10.2 Software Files. (1) AFTO FORMS 110. The AFTO Form 110 records will be maintained for software in the same manner as for a technical order and CPIN compendiums, except the CPIN

identifier will be used in place of the technical order or compendium number. The records will be filed in CPIN sequence. An AFTO Form 110 is required for each CPIN. When the CPIN represents more than one media unit (4 reels, 2 tapes, etc.), the number of units is entered on the form in part I, Block 4, REMARKS. When AFTO Form 110 part III and/or part IV have been completed, AFTO Form 110A or 110B will be used for continuation data.

(2) **SOFTWARE AND DOCUMENTATION FILE/STORAGE.** The method of storage for software and its related documentation will be determined by the using activity. However, adequate protection must be assured to control exposures to temperature, humidity, dust, and magnetic fields. Engineering documentation must be identified, managed, and controlled. The documentation will be identified in a conspicuous place with a CPIN documentation identifier.

5-11 ACPIN SYSTEM DISTRIBUTION - RELATED DOCUMENTS.

5-11.1 Mailing Label and ADP Requisition, AFTO Form 221. Distribution for the ACPIN System is made using AFTO Form 221 (figure 5-7). The Form 221 is a two-part requisition form and is printed in duplicate for each shipping transaction. The AFTO Form 221 will be used for ID and one time requisitions. The left portion of the AFTO Form 221 is a mailing label. The right portion is a packing slip. The TODO will identify any shipping discrepancy in the "REMARKS" block of the form and return it to the prime SCC for action.

5-11.2 Document Receipt and Destruction Certificate, AF Form 310 (Figure 5-8). This certificate is used for transmittal and receipt of classified software. Instructions for the use of this document record and receipt are contained on the form. To exercise the control required by the appropriate security regulations, an AF Form 310 will accompany all classified shipments. When the shipment is received, the form must be signed and a copy returned to the originator. Failure to return the signed copy constitutes a violation of security regulations.

5-11.3 Media Labels. Gummed labels (figure 5-9) containing a CPIN identifier are affixed to software media (card decks, tapes, etc.), or to software media containers to identify the media and describe the contents. The labels are computer generated and are normally affixed to the baseline or revised media or container prior to distribution of the software. If only one of the media

units (e.g., reel 2 of 4) is revised and distributed to a TODO, a TCTO along with updated labels for the other media units will accompany the distribution. The customer will affix these labels on the media or containers according to the TCTO instructions. Any errors found in the media labels should be reported through the TODO to the prime ALCs Software Control Center.

5-11.4 TODO Notice (215), (Formerly AFTO Form 215 Notification). The TODO Notice (215) (figure 5-10) is a notice containing a code that indicates the reason an item cannot be shipped. The notices are computer generated and are sent to the TODOs from the Prime SCC. If the notice contains a code which identifies an error, TODOs should resubmit an AFTO Form 157 with corrected information. An explanation of the codes is found in Appendix C.

5-11.5 Time Compliance Technical Order (TCTO). In accordance with TO 00-5-15 TCTOs will be used to announce and authorize the use of computer software changes and are released concurrently with shipment of the software items. The TCTOs provide instructions for use of the media and media identification labels for each using activity. It will also contain disposition instructions (return or destroy) for previous copies of the software.

5-12 ACCESS TO ON-LINE ACPIN SYSTEM.

TODO's may contact the OC-ALC System Management Office at the following address for instruction on how to get on-line access to the ACPIN System.

OC-ALC/TILUC
7851 2nd St., Ste 205
Tinker AFB OK 73145-9147
DSN 336-2227 OR 336-7733

5-13 ON-LINE ACPINS FORM 157 DATA ENTRY (FIGURES B.10 AND B.11, AND B.12).

The ACPINS Form 157 Data Entry screen is the means by which AFTO Form 157 data is entered into ACPINS. The data entry menu uses three screens. The first screen is for initiator/requester data. The second screen is for ACPINS Form 157 request data, quantity and media type. The third screen is software manager approval codes that pop-up during use of screen two. On-screen information, HELP messages, and pop-up screens assist the data entry of each field. Reference Appendix B for detailed instructions.

PART I ID REQUIREMENTS & TO SETS / CPINS ON HAND										CARD _____ OF _____																								
A - ACCOUNT B - CURRENT I.D. REQUIREMENTS										C - CURRENT TOS / CPINS ON HAND					D - SHORTAGE (minus)					2. CLASS		3. TOTAL I.D.			1. TO NO / TCTO SERIES NO / CPIN									
A	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	TOTAL								
B																																		
C																																		
D																																		
A	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50									
B																																		
C																																		
D																																		
A	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75									
B																																		
C																																		
D																																		
A	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100									
B																																		
C																																		
D																																		
4. REMARKS										2. CLASS		3. TOTAL I.D.			1. TO NO / TCTO SERIES NO / CPIN																			

FOLD LINE

[illegible]

Figure 5-6. Technical Order/CPIN Distribution Record (Sheet 1 of 2)

PART III													INITIAL DISTRIBUTION RECORD												
1. TO NO. / TO SUP SUFFIX / "CHG" & NO. / "REV" / OR CPIN	2. TO. DATE	3. CLAS	4. QNTY RCVD	5a. RECEIPT DATE	5b. DISTR DATE	6. ACCOUNT AND QUANTITY SHORT												7. TOTAL SHORT	8. SHORTAGE RCVD DATE						

FOLD LINE

PART IV													REQUISITION DISTRIBUTION RECORD												
1. "BASIC" / TO SUP SUFFIX / "CHG" & NO. / OR CPIN	2. DATE OF RQN	3. REQUEST NUMBER	4. QUANTITY RQND	5. ACCOUNT AND QUANTITY REQUISITIONED												6. DATE RCVD	7. AMT RCVD	8. AFTO 215/ 221 RCVD							

U.S. G.P.O. 1991-282-891:75746

H9700203

Figure 5-6. Technical Order/CPIN Distribution Record (Sheet 2 of 2)

DEPARTMENT OF THE AIR FORCE
CO-ALC-TILUC
7851 2N, STE 205
TINKER AFB, OK 73145-9147
OFFICIAL BUSINESS

NO

T.O. - RQN

3966 436 CRS/LGRA/TODO
722 3RD STREET
DOVER AFB, DE 19902-5722

1. TECHNICAL ORDER NUMBER/CPIN				2. QTY REQUESTED		3. SUSPENSE DATE		4. REQUISITION NUMBER	
80-0-4 REV:137 23 MAY 96				1		TYPE REQ			
5. T.O./CPIN CONTROL NUMBER			6. TODO REQ DTD		7. T.O./CPIN CLAS		8. NOTICE		9. TODO NO.
00024			27-OCT-88		U				3966
10. FLOW-UP SHIP	11. TODCA /CPIN APPR	12. TODCA /CPIN ACTION DATE	13. ACTION CODE/PTY	14. FMS CASE/RCN		15. BASICS	16. CHANGES	17. SUPPS	18 VOLS
19. DATE SHIP	20. WAREHOUSEMAN	21. NO. OF PACKAGES	22. METHOD OF SHIPMENT			23. *ACTION CODE KEY			
			GBL/AB REG. NO.			V-SHIPED J-JUSTIFICATION REQ B-BACKORDER C-CANCELLED X-EXTRACTED I - INDORSEMENT (SEE REMARKS)			
24. REMARKS					PART 2	25. (FOR PROPER UES SEE T.O. 00-5-2)			
						AFTO FORM 221 ADP REQUISITION FOR AF JAN 93 T.O./CPIN PREVIOUS EDITION WILL BE USED			

H9700204

Figure 5-7. ADP Requisition for Air Force Technical Order/CPIN AFTO Form 221

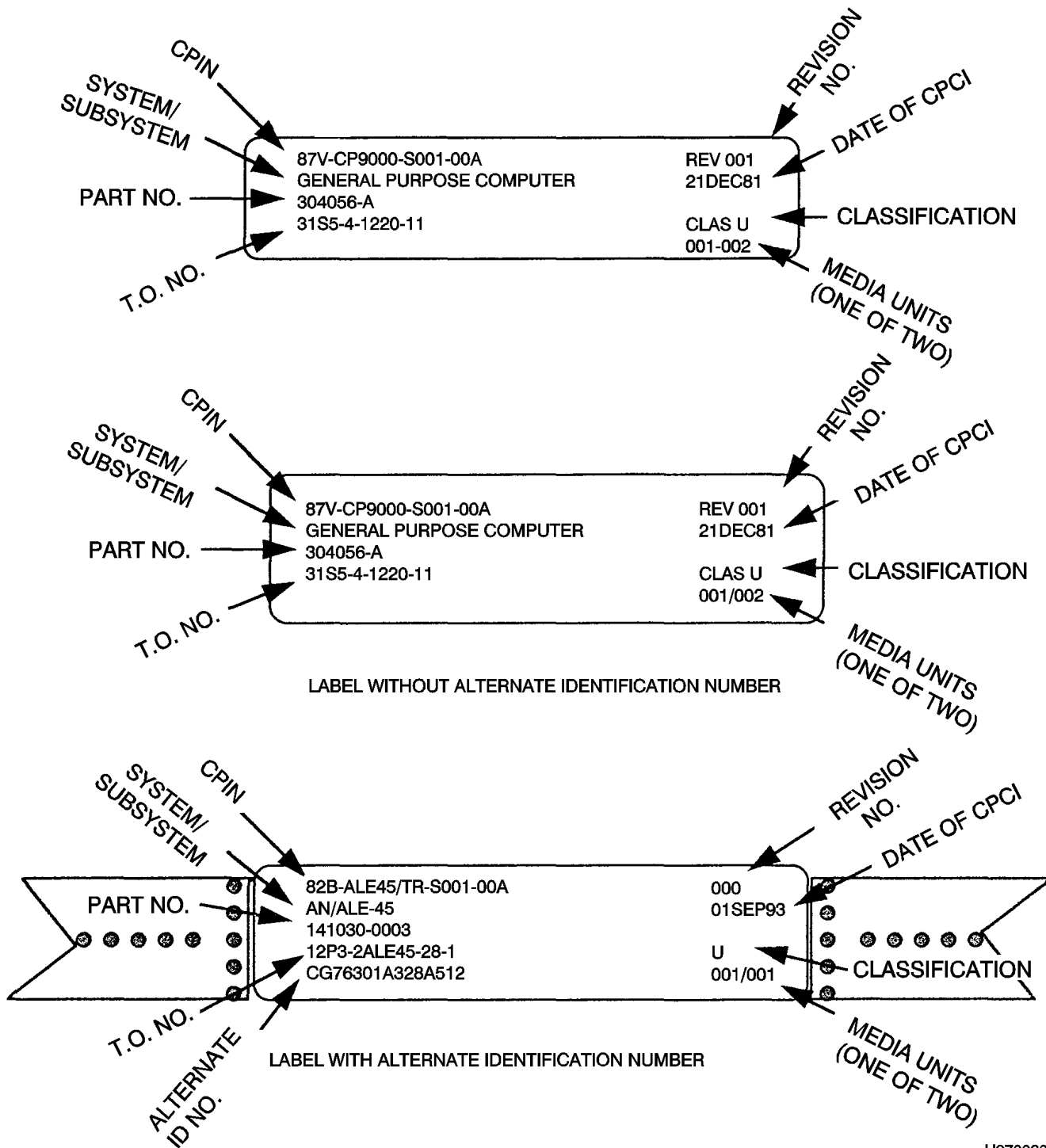
DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE			
1. TO: 0237 1LG/LGQP 170 E FLIGHTLINE RD, STE 102 LANGLEY AFB VA 23665-2297		2. FROM: WR-ALC/TILTC 255ND ST, STE 122 ROBINS AFB, GA 310981637	
		3. DATE 12-JUN-96	4. CONTAINER NO.
5. DESCRIPTION OF DOCUMENT(S): <i>(Indicate overall classification, originator, type (letter, message, plan, etc.), date, unclassified subject title, number of copies, and originator control number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately)</i> SECRET ----- 81B-ALQ128-D000-00A ----- 96 JUN 12 ----- 00001 ----- INSTRUCTIONS ----- SENDER - VERIFY ADPE ENTRIES. COMPLETE FORM, FOLLOW APPLICABLE REGS. RECIPIENT - SIGN ORIGINAL AND RETURN IMMEDIATELY TO SENDER.			
TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY 			6. DATE 12-JUN-96
DOCUMENT RECEIPT			
I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS			
7. DATE RECEIVED	8. NAME AND ORGANIZATION	9. SIGNATURE OF RECIPIENT	
DESTRUCTION CERTIFICATE			
10. THE DOCUMENT(S) LISTED ABOVE WERE <input type="checkbox"/> DESTROYED <input type="checkbox"/> COMMITTED TO CENTRAL DESTRUCTION FACILITY ON 			11. DATE
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	

AF FORM 310
NOV 81

PREVIOUS EDITION WILL BE USED

H9700205

Figure 5-8. Document Receipt and Destruction Certificate, AF Form 310



H9700206

Figure 5-9. Media Labels

21-AUG-96

8317 OC-ALC/TILUF
SATODS TEST CODE
ATTN JUDYB
TINKER AFB OK 73145-5979

SUBJECT: TODO NOTICE (215)

CPIN		SCTU CLASS
-----		-----
99V-A/CP1775V/TEST-U001-00A		
		U
NOTICE CODE IAW TECHNICAL ORDER 00-5-17		

E-15		
TODO REQ DATE	NOTICE DATE	
-----	-----	
21-AUG-96	21-AUG-96	
QUANTITY	TODO REQUISITION NUMBER	
-----	-----	
	96234	

**FIGURE 5-10, TODO NOTICE (215)
(FORMERLY AFTO FORM 215 NOTIFICATION)**

H9700207

Figure 5-10. TODO Notice (215) (Formerly AFTO Form 215 Notification)

SECTION VI

SECURITY ASSISTANCE PROGRAM

6-1 GENERAL.

The sale of systems and equipment to foreign countries engaged in the Security Assistance Program (SAP) is made within the authority of the Foreign Military Sales (FMS) Act of 1958, AFR 130-1 and the release procedures outlined in AFR 200-9. This includes the sale of USAF software and ACPINs compendiums. Letters of Offer and Acceptance (LOAs), DD Forms 1513, are presented to foreign countries interested in software support and are processed in accordance with policy described in paragraph 6-3. Software support addresses the specific CPINs needed by a country and allows their publication in FMS compendiums. A country's particular software requirements must be approved by the appropriate authorities before they are entered into the ACPIN System. Configuration control requirements usually preclude the approval of foreign country requests for engineering data packages. However, if distribution becomes desirable, the policy requirements are the same as for software.

6-2 TYPES OF FMS SOFTWARE.

The following types of ECS software are available to foreign countries through the Security Assistance Program.

6-2.1 USAF Standard Software. There are two kinds of USAF standard software which are releasable to foreign countries. They are:

- (1) software which was developed for the US Air Force and then sold to a foreign country, and
- (2) consortium software which was developed by the US Air Force and a foreign country, countries, or international organization that shared development costs.

6-2.2 Country Standard Software. Country standard software is defined as software developed by a Department of Defense (DoD) contractor for a foreign country, or a version of USAF standard software developed solely for a foreign country. Country standard software is not used by USAF, but is identified in the ACPIN System and supported by USAF. CPIN assignment procedures for country standard software are the same as for USAF software except a two-position alpha or alpha-numeric prefix to the CPIN identifier is assigned to identify the applicable country or

NATO consortium. Authorized country code designators are listed in AFM 671, Vol IX, Security Assistance Program Procedures, and the Security Assistance Management Manual, DoD 5105.38M.

6-3 POLICY.

When a foreign country requests software support and the need is verified, a Letter of Offer and Acceptance (LOA) is negotiated with that country. The cost of software support is determined and a SAP Case Designator is assigned by the Air Force Security Assistance Center (AFSAC). It is the responsibility of the foreign government, its representatives, and responsible USAF officials to identify the software the foreign country requires for its particular application. The country Security Assistance Office (SAO) may also be consulted for advice when CPIN requirements are being established. After appropriate LOA verification and AFSAC coordination, CPIN foreign country case files are established by the Security Assistance TO Management office at OC-ALC. These files are used for billing and FMS case funds control. They contain information such as the Implementing Project Directive, SAP Case Designator, case value, authorized TODO approving officer's signature, etc. Policy for release of software to foreign countries is contained in AFR 200-9 (CONF), "Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U)".

6-3.1 Foreign Country TODO. A foreign country must have a country case established and must obtain a TODO distribution code number assignment in order for its organizations or representatives to request and receive distribution of ACPIN System software and country compendiums. A TODO that has been previously established for technical orders can be designated for ACPIN System items. Procedures for obtaining TODO account numbers are provided in section V.

6-3.2 Liaison Officers and Representatives. A distribution office code may be established for foreign country liaison officers or representatives located in the United States. This will enable them to receive limited distribution of software and copies of their country's compendium. When a code is required, the liaison officer, representative, or other country authority must prepare an AFTO Form 43 for the country TODO. A TODO code will be assigned upon approval. The AFTO Form 43 for the TODO code must contain the signature,

address, and telephone number of the persons who will be authorized to request and receive compendium and software items. The address of the country authority approving the AFTO Form 43 should be entered in the FROM Block. The postal address of the liaison officer or representative to receive the items must be indicated in part I, Block 1. The country case designator and the functions of the office must be given in Block 2, "OTHER". In accordance with section V, paragraph 5-2, the ACPIN System approval statement will also be entered.

6-4 REQUIREMENTS AND DISTRIBUTION.

6-4.1 Requirements. Initial distribution (ID) requirements are the approved number of ACPINS compendiums and software items needed for the operation and support of an ECS weapon system. These requirements are initiated by a country's TODO or liaison officer through the submittal of AFTO Form 157 requests. These requests are submitted to the ACPIN System Management Office and then transmitted to the appropriate SCC for Equipment Specialist (ES), or Item Manager (IM), and Foreign Disclosure Policy Officer (FDPO) review and approvals. Country Case funds are checked for adequate levels and for expiration date during the AFTO Form 157 approval process. If funds are available and expiration date is current, the system will allow entry of approvals to the request, and the country code will automatically be added to the CPIN/CPINS. If release is authorized but the country's case funds are depleted or the expiration date has passed, the request will be held in a pending status on the AFTO Form 157 Manager Suspense Report until resolved. An AFTO Form 215 notification will also be sent to the requester. If release is disapproved, an AFTO Form 215 Notification is generated and provided to the requester.

6-4.2 Distribution. Requesters will be sent the basic or the revision of the software or compendium that is current/dated at the time their AFTO Form 157 request is processed, only if they request one-time quantity for the revision. Otherwise, if ID has already been made, the country will receive the next revision. When ID requirements are established for software still under development, (pending/undated) distribution will be made at a later time when the software is dated. The ALC SCC organization or MAJCOM DPOCs perform the software on function. When software is ready to be distributed, the responsible SCC or MAJCOM DPOC enters a request for TODO ID mailing labels (AFTO Form 221) and media identification labels. The estimated cost of producing the software is then entered into this screen. The system automatically generates case records,

which are updated with the actual cost by the SCC when shipment is made. The AFTO Form 221 is prepared in two parts: part I is a TODO mailing label, and part II contains process number, SAP estimated cost, tracking information, and case identification. The SCC will check the labels and ship the software. Country compendium requests are processed in the same manner as software requests except that distribution is made by the ACPIN System Management Office.

6-5 ONE-TIME OR SPECIAL REQUISITION.

Foreign countries and authorized organizations may request a one-time requisition on AFTO Form 157. One-time requisitions may be needed to replace damaged software or for additional software or compendiums to be used in research, training, or special purposes. One-time requisitions may be necessary for a TODO to receive a dated revision that has been distributed prior to his ID Qty is established. This action will not establish continuing (follow-on or ID) requirements. Requisitions will be submitted through the TODO to the ACPIN System Management Office. Case verification and processing occurs as previously explained, as are mailing labels and media labels. If the managers do not approve the request, it will be returned with a AFTO Form 215 to the country's TODO explaining the disapproval.

6-6 COMPUTER SOFTWARE REQUIREMENTS LIST (CSRL).

CSRLs are available which provide a record of all compendium and software requirements for a specific TODO. When a country participating in the Security Assistance Program needs to check their requirements, the country's TODO must request a CSRL. Requests may be submitted by telephone, FAX, letter or message. Written requests should be mailed to:

OC-ALC/TILUC
7851 2nd St., Ste 205
Tinker AFB OK, 73145-9147

6-7 CANCELING ID REQUIREMENTS.

Cancellation of established requirements is not automatic. Requirements are valid until the country determines they no longer need the software, or until the country's case is terminated, or until the software is cancelled.

6-7.1 Country Consortium Involvement. When a country previously involved in consortium software determines they do not want a new revision, an AFTO Form 157 cancelling ID requirements will be submitted to the ACPIN System Management Office. The SCC will initiate action

to remove the countries code from the CPIN involved.

6-7.2 SAP Case Termination. When a country's case is terminated or the expiration date is not extended, irregardless of funds levels, the SCCs will be notified by the ACPIN System Management Office to review ID Requirements for the country for potential cancellation action.

6-7.3 CPIN Cancellation. When the Equipment Specialist and or SCC cancels a CPIN, the SCC should review ID requirements against the CPIN for potential cancellation action.

APPENDIX A

INSTRUCTIONS FOR COMPLETION OF THE MANUAL

AFTO FORM 157:

A-1. TODO IDENTIFICATION AND MANAGEMENT INFORMATION.

- | | | |
|-------------|--|---|
| (1) BLOCK 1 | T.O. DISTRIBUTION OFFICE
CODE (TODO CODE). | Enter the four-position Technical Order Distribution Office (TODO) code as assigned by Oklahoma City ALC. |
| (2) BLOCK 2 | TODO REQUISITION
NUMBER | Enter the TODO requisition number as a five-digit number assigned by the TODO for each AFTO Form 157 submitted. Numbers will be assigned consecutively beginning with 00001 on the first request of each calendar year. |
| (3) BLOCK 3 | REQUEST DATE | Enter the request date as the current numeric date (DD-MMM-YY) e.g., 21-AUG-96. This date will be reflected on delivery documents created by ACPIN System processing. |
| (4) BLOCK 4 | SECURITY CLASS | Enter Security Classification. |
| (5) BLOCK 5 | ORDER CONTROL NUMBER | Leave blank. CPIN System Section will use this block internally. |
| (6) BLOCK 6 | T.O. DISTRIBUTION OFFICE
ADDRESS (DSN/COMMERCIAL
PHONE AND FAX NUMBER) | Enter the TODO complete mailing address established when the TODO distribution code was assigned by Oklahoma City ALC, and the TODO's telephone number and FAX number (if one is available). Security Assistance Program participants must also include their country case identifier. The TODO certifies that the requirements are minimum essential for mission support by signing in the REQUESTING OFFICER part of the block. |
| (7) BLOCK 7 | ADMINISTRATIVE
CONTRACTING OFFICER
ADDRESS (Contractors Only) | The approving ACO or PCO organization address, telephone number, and signature will be entered when the request is from a DoD Contractor. The ACO or PCO certifies the requirements by signing in the Contracting Officer's part of the block. Contractors operating as a base TODO are exempt from ACO or PCO signature. |

- | | | |
|-------------|---|---|
| (8) BLOCK 8 | APPROVING OFFICIALS
ADDRESS (USAF
GOVERNMENT) | The organization address, telephone number, and signature of the US Air Force Approving Official will be entered in this block. When the request is for a US Air Force, US Government, or contractor organization, the managing ALC system Program Manager (SPM), Item Manager (IM), or Equipment Specialist (ES) signs for approval. When the software is command managed, the Major Command Designated Point of Contact will sign for approval. The approvals from the SPM/EM/ES and FDPO will be obtained by the SCC Managers. |
| (9) BLOCK 9 | APPROVING ALC/SCC/
MAJCOM FOCAL POINT
ADDRESS AND SIGNATURE | The Managing Software Control Center (SCC) or Major Command Designated Point of Contact (MAJCOM DPOC) approving official address, telephone number, and signature will be entered to certify approval of requirements. |

A-2. REQUIREMENTS, PART 1.

This portion identified the needed CPIN or Compendium and action desired (establish ID or one-time requisition request) for each. The data required is as follows:

- | | |
|--|--|
| (1) COMPUTER PROGRAM
IDENTIFICATION NUMBER | The Computer Program Identification Number (CPIN) will be entered as it appears in the Compendium, including all dashes and slashes (virgules). However, do not include a revision suffix. The AFTO Form 157 may contain software requirements managed by various ALC's and Compendium requirements. <u>Do not enter technical order numbers in this block; technical orders are requested by using AFTO Form 187.</u> |
| (2) REVISION NUMBER | Enter the revision number that you are ordering. |
| (3) SECURITY CLASS | Enter the Security Classification of the Software that you are ordering. |
| (4) MEDIA TYPE | Enter the media type for the requested CPIN. |
| (5) INITIAL DISTRIBUTION
QUANTITY (ID) | Enter the ID quantity required for future distribution. For ID cancellation enter zero. When changing ID requirements enter the new quantity, leave blank if requesting only a one-time quantity. |
| (6) ONE-TIME REQUISITION
QUANTITY (4 POSITIONS) | Enter the quantity for a one-time shipment. When canceling ID requirements, enter zero's in both quantity blocks. One-time quantities can only be provided on dated software/compendiums. |

(7) EMERGENCY CODE

Enter Emergency Code (i.e. 1, 2, 3, 4) if the request is an emergency. Leave blank if this request is routine.

EMERGENCY CODES ARE:

1. Lack of software will cause potential fatal or serious injury to personnel.
2. Lack of software will cause potential loss or damage of equipment.
3. Lack of software will cause serious degradation of mission effectiveness or deployed equipment.
4. Lack of software will cause a schedule slippage which will severely degrade mission effectiveness.

REQUISITION FOLLOW-UP, PART 2.

This portion of the form is used to follow up on software or compendium one-time requisition when the software or compendium (or a 215 Notification letter), is not received within 30 days from the date of request submission (90 days for activities outside the continental US). Each follow-up request must have the TODO identification in Block 1 through Block 8 as previously described, except a new current date will be entered in Block 7 and a new requisition number will be entered in Block 8. If a response is not received on a follow-up, contact the Prime ALC SCC Management Office; do not resubmit the follow-up. Complete the FOLLOW-UP, PART 2 as follows:

(1) COMPUTER PROGRAM
IDENTIFICATION NUMBER

Enter the CPIN as previously submitted.

(2) REV NUMBER (3 POSITIONS)

Enter the exact revision number as previously submitted on the original request.

(3) SECURITY CLASS

Enter the original Security classification of the CPIN that you requested. Use the additional column only when F (formerly restricted data) or R (restricted data applies).

(4) MEDIA TYPE

Enter the Media Type that you requested on the original requisition. (i.e., Diskpack, Diskette, etc.).

(5) QUANTITY

Enter the one-time requisition quantity listed on the original request. (from part I Block 6)

(6) ORIGINAL REQUEST DATE

Enter the original request date.

(7) ORIGINAL REQUEST NUMBER

Enter the TODO request number assigned to the original requisition as it appeared on the original requisition in part I, Block 6.

(8) EMERGENCY CODE

If this follow-up has become an emergency, enter emergency codes as listed in Block 7 above. If this request is not an emergency, do not fill in the block.

NOTE

To follow-up on an ID requirement, the TODO may submit a letter or message to the Prime SCC Managing Office. Do not use an AFTO Form 157 for follow-up on technical orders.

APPENDIX B

INSTRUCTIONS FOR ON-LINE AFTO FORM 157 DATA ENTRY

B-1. SYSTEM ACCESS REQUEST: TODOS may request on-line access by calling OC-ALC/TILUC, TINKER AFB OK 73145, DSN 336-2227, Commercial Number 736-2227 or by sending a FAX to DSN 336-7734 or Commercial 736-7734. Contractor TODO may also request to be on-line by calling the same numbers above. The contractor is responsible to obtain the Administrative Contracting Officer (ACO) or Procuring Contracting Officer (PCO) signature on each AFTO Form 157. This form will be kept at the contractors TODO.

B-2. ACPINS FORM 157 DATA ENTRY, Screen 1 - Initiator Data (Figure 5-3).

- | | |
|------------------------------------|---|
| (1) ACPINS FORM 157 CONTROL NUMBER | The system will automatically enter the next sequential Control number. |
| (2) TODO | Enter the Technical Order Distribution Office (TODO) code of the requesting activity. The system automatically compares the entry for authorization in the database. |
| (3) TODO REQUISITION NUMBER | Enter the TODO requisition number as a five-digit number assigned by the TODO for each AFTO Form 157 submitted. Numbers will be assigned consecutively beginning with 0001 on the first request of each calendar year. This field correlates to Block 2 on AFTO Form 157. |
| (4) REQUEST DATE | Enter the request date as the current numeric date e.g., YYMMDD, 960515. This field correlates to Block 3 on AFTO Form 157. |
| (5) SECURITY CLASSIFICATION | The system will automatically enter the Security Classification for the requesting TODO. |
| (6) ADDRESS | The system will automatically enter the Address for the requesting TODO. |

B-3. ACPINS FORM 157 DATA ENTRY, Screen 2 - Request Data (Figure 5-4).

- | | |
|--|---|
| (1) TODO | The system carries this field over from the first screen. |
| (2) SECURITY CLASS THE TODO IS AUTHORIZED TO RECEIVE | The system carries this field over from the first screen. |
| (3) TODO REQUISITION NUMBER | The system carries this field over from the first screen. |
| (4) REQUEST DATE | The system carries this field over from the first screen. |
| (5) ACPINS FORM 157 CONTROL NUMBER | The system carries this field over from the first screen. |
| (6) SYSTEM ENTRY DATE | The system carries this field over from the first screen. |
| (7) CPIN NUMBER | Enter the CPIN for which you are requesting. |
| (8) REVISION NUMBER | The system automatically enters the latest revision number of the CPIN that you have requested. |

- | | |
|------------------------------------|---|
| (9) SECURITY CLASSIFICATION | The system automatically enters the Security classification of the CPIN that you are requesting. |
| (10) MEDIA TYPE | The system automatically enters the Media Type of the CPIN you are requesting. |
| (11) INITIAL DISTRIBUTION QUANTITY | Enter the desired Initial distribution or change in distribution Quantity. A new ID quantity or a requested change in Initial distribution quantity will be forwarded through the system to the appropriate software managers for approval. |
| (12) ONE-TIME REQUEST QUANTITY | Enter the desired requisition quantity. The request will be forwarded to the appropriate software manager for approval. |

B-4. ACPINS FORM 157 DATA ENTRY, Screen 2 - Manager Approval Data.

The right part of Screen 2 is a pop-up window that has fields used for routing coordination of appropriate software managers, as required. Only authorized managers have access authorization to enter coordination codes.

- | | |
|--|---|
| (1) EQUIPMENT SPECIALIST COORDINATION | The Equipment Specialist or other software managers responsible for the requested CPIN will review the AFTO Form 157 and enter either Approval Code "A", Disapproval code "D" or a Pending code "P". |
| (2) FOREIGN DISCLOSURE POLICY OFFICE (FDPO) COORDINATION (FMS orders only) | The FDPO will review the AFTO Form 157 and enter Approval code "A", Disapproval code "D" or Pending code "P". |
| (3) FMS CASE LINE COORDINATION (FMS orders only) | Case line funds and expiration dates are checked by either the SCC or the ACPINS Management Office. An entry of "A" does not indicate the release is approved, only that funds are available and expiration date is correct at the time of entry to the system. An entry of "P" indicates funds are not available, or expiration date has expired. The order is left in Pending status until the ACPINS Management Office and the SATODS System Office resolves funds/expiration date. An entry of "D" will indicate a decision was made by the Case Manager as explained on the 215 Notification, or letter. |
| (4) SOFTWARE CONTROL CENTER (SCC) COORDINATION | The SCC will enter the applicable coordination code based on ES, FDPO and FMS coordination codes. The "A" may not be entered until the SCC is ready to ship the order, and they may enter a "P" to indicate review is underway or that software is being reproduced, etc. |

ACPINS FORM 157 DATA ENTRY

ORDER CONTROL NUMBER			
15863			
TODO CODE	TODO REQUISITION NUM	REQUEST DATE	SECURITY CLASS
0010	00001	22-OCT-96	U
ADDRESS	1	52CBCS/CTMS	
	2	575 10TH STREET	
	3	ROBINS AFB, GA 31098-2236	
	4		
	5		

H9700211

Figure B-1. ACPINS Form 157 Data Entry

ACPINS FORM 157 DATA ENTRY

Screen 2

TODO CODE	SECURITY CLASS	REQUISITION NUMBER	REQUEST DATE	ORDER CONTROL NUMBER	SYSTEM ENTRY DATE
0010	UCBFSPR	00001	22-OCT-96	15863	22-OCT-96

CPIN	REV NUM	SEC CLASS	MEDIA TYPE	ID QTY	ONE TIME QTY
85B-APM427/TAC-C000-00A	1	U	DISKETTE	2	2

H9700212

Figure B-2. ACPINS Form 157 Data Entry, Screen 2

TODO CODE	SECURITY CLASS	REQUISITION NUMBER	REQUEST DATE	ORDER CONTROL NUMBER	SYSTEM ENTRY DATE
0010	UCBFSPR	00001	22-OCT-96	15863	22-OCT-96

CPIN 85B-APM427/TAC-C000-00A	REV NUM	ID QTY	ONE TIME QTY	MANAGE APPROVALS			
				ES	FDPS	FSM	SCC
	1	2	2	A			P

H9700213

Figure B-3. ACPINS Form 157 Data Entry, Screen 3 Manager Approvals

APPENDIX C

ACTION/ERROR CODES FOR 215 NOTIFICATION LETTERS

The following action or error codes may appear on the 215 Notification Letter issued to the TODO to furnish status information on AFTO Form 157 requests.

<u>ACTION/ERROR CODE</u>	<u>EXPLANATION</u>
CB	Requisition canceled; CPIN (CSCI) has been canceled.
CC	Requisition canceled; CPIN (CSCI) has been replaced. TODO should consult Compendium for number of replacing CPIN and submit requirements for the replacing CPIN if applicable.
CCL	ID and/or Requisition canceled; incorrect security classification entry.
CCU	ID canceled; CPIN (CSCI) security classification has been upgraded. If CPIN is required, TODO should ensure receipt of new classification is authorized and submit new ID requirements.
CD	Requisition canceled; CSCI is in pending status, CPIN has been canceled.
CE	ID not established and/or requisition canceled; initial distribution of CPIN (CSCI or compendium) is made only after requirement request has been approved by the managing authority.
CF	ID and/or Requisition canceled; incorrect CPIN entry in part I Block 1 of AFTO Form 157 --OR-- Requisition canceled; CPIN (CSCI) is unpublished (CSCI is in a PENDING status) --OR-- Requisition canceled; CPIN (CSCI) is not current, (i.e., it has been replaced, or canceled). Note: Code CF may appear on an AFTO Form 215 Processing Confirmation Notice.
CP5	ID/Requisition canceled; CPIN is for a Special Weapon CSCI or compendium and TODO is not authorized receipt.
CP8	Requisition canceled; TODO is not authorized receipt of the CSCI requested.
CRQ	ID and/or Requisition canceled; incorrect quantity entry in part I Block 5 and/or part I Block 6 of AFTO Form 157.
CR2	ID accepted and requisition canceled; CPIN is pending (CSCI is in a PENDING status).

ACTION/ERROR CODE**EXPLANATION**

CST	Two or more transactions with same request number, same CPIN but different actions, input the same day; one transaction processed and this transaction canceled.
CX	Requisition canceled; CPIN is "Preliminary" (CSCI is in a PENDING status).
CXA	ID/Requisition canceled; CPIN (CSCI) is joint-service used and manager is coded A (Army). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXC	ID/Requisition canceled; CPIN (CSCI) is joint-service used and manager is coded C (Coast Guard). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXD	ID/Requisition canceled; CPIN (CSCI) is joint-service used and manager is coded D (Defense Logistics Agency). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXM	ID/Requisition canceled; CPIN (CSCI) is joint-service used and manager is coded M (Marine Corps). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXN	ID/Requisition canceled; CPIN (CSCI) is joint-service used and manager is coded N (Navy). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXS	ID and/or Requisition canceled; CPIN (CSCI) is classified confidential and above TODO not authorized receipt. Submit a revised AF Form 43 if TODO is authorized for Confidential and above.
CX1	ID and/or Requisition canceled; CPIN (CSCI) is applicable to Security Assistance Program countries only and TODO is not authorized receipt.
CX3	ID/Requisition canceled; CPIN (CSCI) is coded Z (For Official Use Only), and TODO is not authorized receipt.
C8	Requested action not processed; CPIN (CSCI) has been renumbered and TODO's requirements have been transferred to the newly numbered CPIN. TODO should submit request to change ID requirement against the new CPIN.

ACTION/ERROR CODE**EXPLANATION**

C9	ID canceled; CPIN (CSCI) has been renumbered and TODO is a Security Assistance Program country. TODO must submit a new ID requirement through channels if the new CPIN (CSCI) is required.
R3	Follow-up reply; requisition issued from follow-up. Address any subsequent follow-up to appropriate Software Control Center of the managing ALC as shown in the compendium.
R7	CPIN (CSCI) has been renumbered as shown. ID established and/or Requisition issued for the newly numbered CPIN (CSCI).